



STATE OF UTAH

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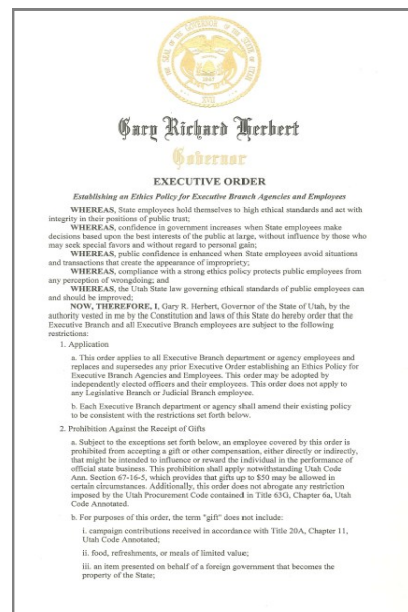
PURCHASING UPDATE

July 2014

EXECUTIVE ORDER ESTABLISHING AN ETHICS POLICY FOR EXECUTIVE BRANCH AGENCIES AND EMPLOYEES

By Ann Schliep

Governor Herbert signed, on June 2, 2014, an Executive Order establishing ethical behavior for all State Executive Branch Agencies and employees. It outlines who the order applies, the prohibition against the receipt of gifts, the prohibition against nepotism in hiring and contracting and the prohibition against Lobbying Executive Branch Department or Agency Employees. Each employee within an Executive Branch should familiarize themselves with the order to avoid being in violation. You can ctrl-click on the image to the right to view all three pages.



Ctrl—Click on above picture to open a copy of the Executive Order

EPROCUREMENT UPDATE

By Chris Bruhn

If using technology to increase your efficiency and effectiveness as well as simplifying buying processes is important to your agency, State Procurement has a solution. The “eMarketCenter”.

“eMarketCenter” is designed as a one stop shop. The application provides a single log on to connect to multiple vendor sites, the ability to select multiple items from multiple vendors in one simple transaction. No more hopping from

one site to the next using different usernames and passwords while tracking a dozen invoices.

Additionally, the “eMarketCenter” provides a simple and easy interface to navigate. Users can search for items within the system, as well as directly connect to a supplier’s website in order to compare and select the best product available. (The figure below includes all current contracts available within the system). (cont. pg 2)

EPROCUREMENT UPDATE CON'T

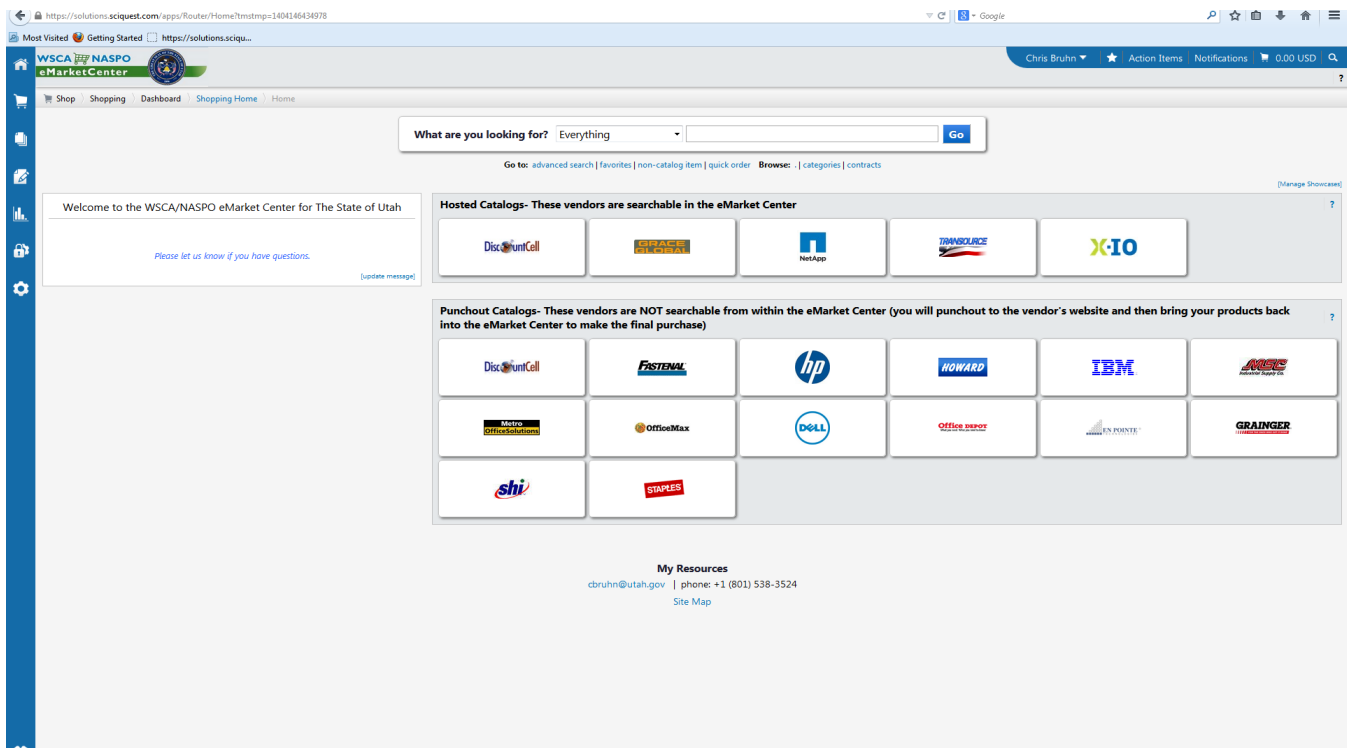
(Cont. from pg 1)

The "eMarketCenter" has multiple functions that allow users to control the buying environment and experience.

Certain roles can be applied to enable specific individuals to purchase products. The system

can also restrict (Customization) individual vendors that are available to their users.

The "eMarketCenter" allows users to use purchase orders (PO's) or P-cards for their payments allowing adopting entities to maintain their current buying processes.



Additionally, to ensure financial limits are not exceeded, spending limits for P-cards can be set for individual users.

At the moment only multi-state cooperative contracts are available to purchase items. However, the application is in its early form and with your help we anticipate more con-

tracts to be added, eventually leading the state towards adopting a complete eProcurement environment for all state contracts.

We are enthusiastic about the potential "eMarketCenter" has in providing your agency with a powerful tool to streamline your buying process. Therefore, we invite you to contact

(Continued on page 3)

EPROCUREMENT UPDATE (CONTINUED)

(Cont. from pg. 2)

Chris Bruhn, cbruhn@utah.gov, or Jeff Mottishaw, jmottishaw@utah.gov, to register for “eMarketCenter”. They can also answer any questions you may have regarding

the program.

The eProcurement world is just around the corner. “eMarketCenter” provides an opportunity to get ahead of the curve

The screenshot displays the WSCA-NASPO eMarketCenter interface. The top navigation bar includes links for Shop, My Carts and Orders, and Open My Active Shopping Cart. The main content area shows a draft order summary for a purchase of SATIN PHOTO PAPER. The order details include:

- General:** Cart Name (2013-06-24 cbruhn01), Description (no value), Priority (Normal), Assigned To (Chris Bruhn), Cart Created By (Chris Bruhn).
- Shipping:** Ship To (Attn: Purchasing, 3150 State Office Building, SLC, UT 84114, United States), Shipping address code (000002).
- Bill To:** Attn: Chris Bruhn, State Purchasing, 3150 State Office Building, Salt Lake City, UT 84114, United States.
- Delivery Options:** Contractor Account Number (no value).
- Credit Card Info:** No credit card has been assigned.
- Internal Notes and Attachments:** Note to all contractors, Attachments for all contractors.
- External Notes and Attachments:** Note to all contractors, Attachments for all contractors.
- Contractor / Line Item Details:** Transource Computers, Contract Entity PO Number (827177), Account Code (To be assigned - edit to specify), Pricing Code (no value), Quote number (no value).
- Product Description:** SATIN PHOTO PAPER 24 X 100 240GSM, Catalog No (50566R), Size / Packaging (EA), Unit Price (96.72), Quantity (1 EA), Ext. Price (96.72 USD).

CONTRACT CANCELLATION NOTICE

By Rachel Cheney

Contract PD594 will be canceled on July 17, 2014 without cause. **The Division of State Purchasing wants to emphasize that this termination does not reflect on the performance or equipment provided by The Toro Company. The Toro Company is in full compliance with the terms and conditions of the contract pertaining to the State of Utah.** The cancellation is necessary because the Division of Purchasing failed to provide proper public notice prior to signing a

participating addendum with the WSCA-NASPO Purchasing Cooperative and the State of Virginia—the lead state on this contract.

We understand that a competing vendor has contacted a number of public entities regarding this cancellation. Please note that this vendor is acting on their own accord and not with permission or authority of the Division of State Purchasing.

If you have any questions regarding this cancellation notice, please contact Rachel Cheney at (801) 538-3232.

TRAINING OPPORTUNITY FOR AUGUST

By Tara Eutsler

Training for August will be taught in two sections. The first half will be taught by Mark Parry and is entitled "**The Pre-Qualification and Approved Vendor List Process.**"

Attendees can prepare for this section by reviewing Request for Statements and Qualifications [63G-6a-403], Approved Vendor List [63G-6a-404] Request for Information (RFI) [63G-6a-500-505].

The second half of the training will be taught by Adrian Ruger and is entitled "**Construction Related Procurements.**" Adrian will teach how the architecture and engineering procurement and construction procurement processes work. He will also discuss bonds required for those processes. Attendees can prepare by reviewing [63G-6a-1501 thru 63G-6a-1506] and the related Rules.

The material presented in both of these classes are based on the executive branch procurement rules and procedures. The classes are written to serve the needs of individuals working for the executive branch offices, however, we welcome individuals from special districts, higher education, school districts, and political subdivisions who would like to attend.

Registration is required to attend these classes. All registration will be collected through a Google Doc form. Please note the date, time, and location as Google will NOT send you notification of your registration.

If you need to cancel your registration, please contact Tara Eutsler at teutsler@utah.gov

REGISTRATION

The Pre-Qualification and Approved Vendor List Process and Construction Related Procurements

DATE: August 21, 2014

TIME: 10 AM —12 Noon

LOCATION:

State Office Building

Capitol Hill

1st Floor Auditorium

Please CTRL click on the link below or copy & paste the address into your web browser:

https://docs.google.com/forms/d/1rvbC94vgCx1f8vIPfF6PjLI8pjmRf8dv8xdIQFGne0/viewform?usp=send_form

RESERVE THE DAY: Utah Public Buyers Seminar

DATE: 26 September 2014

TIME: 8 AM – 4 PM

LUNCH: 12:00 – 1:00

LOCATION: State Office
Building; 1st floor
Auditorium



TOPICS:

- 1) What is NASPO?
- 2) Value of Cooperative Contracts
- 3) Sourcing Teams—Roles & Responsibilities
- 4) Justification Statements & Cost Benefit Analysis

CONDUCTING VS ISSUING PROCUREMENT UNITS

By Tara Eutsler

The Procurement Code: Conducting & Issuing Procurement Units

Beginning in 2014, the definition of a conducting procurement unit was added to the Procurement Code. At the same time, the issuing procurement unit was redefined. The Code further outlined the responsibilities each have in the conducting of a solicitation. For entities that are not executive branch procurement units, the conducting and issuing procurement units are the same entity. For executive branch agencies, the conducting and issuing procurement units are different.

The Division of Purchasing acts as the issuing procurement unit for executive branch procurement unit solicitations. The responsibilities of the issuing procurement unit include 1) reviewing a solicitation to verify that it is in proper form; 2) causing the notice of a solicitation to be published; and 3) negotiating the terms and conditions of a contract. The Division of Purchasing is available for assistance during the entire procurement process. We are here to help you.

The conducting procurement unit is the executive branch procurement unit which is seeking the goods or services. The responsibilities of the conducting procurement unit include all aspects of a procurement except those assigned to the issuing procurement unit. Because "the executive branch procurement unit is the conducting procurement unit and is responsible to ensure that the procurement is

conducted in compliance with this chapter," it is vital that agencies should become familiar with the specific responsibilities of the conducting procurement unit. [UCA 63G-6a-109 (1) (a)] The specifics are found in at least the following sections of the Procurement Code: 63G-6a-103 (6) and (26); 63G-6a-109; 63G-6a-601 and 63G-6a-701.

Control-Click on the image below to access the Utah Procurement Code.

Procurement Code: Conducting vs Issuing Procurement Units

63G-6a-103. Definitions.

(6) "Conducting procurement unit" means a procurement unit that conducts all aspects of a procurement:

(a) except:

- (i) reviewing a solicitation to verify that it is in proper form; and
- (ii) causing the publication of a notice of a solicitation; and

(b) including:

- (i) preparing any solicitation document;
- (ii) appointing an evaluation committee;
- (iii) conducting the evaluation process, except as provided in Subsection 63G-6a-707(5)(b)

relating to scores calculated for costs of proposals;

(iv) selecting and recommending the person to be awarded a contract;

(v) negotiating the terms and conditions of a contract, subject to the issuing procurement unit's approval; and

(vi) administering a contract.

(26) "Issuing procurement unit" means a procurement unit that:

- (a) reviews a solicitation to verify that it is in proper form;
- (b) causes the notice of a solicitation to be published; and
- (c) negotiates the terms and conditions of a contract.

Amended by Chapter 196, 2014 General Session

63G-6a-109. Issuing procurement unit and conducting procurement unit.

(1) With respect to a procurement by an executive branch procurement unit:

(a) the Division [of Purchasing] is the issuing procurement unit; and

(b) the executive branch procurement unit is the conducting procurement unit and is responsible to ensure that the procurement is conducted in compliance with this chapter.

(2) With respect to a procurement by any other procurement unit, the procurement unit is both the issuing procurement unit and the conducting procurement unit.

Enacted by Chapter 196, 2014 General Session

DID YOU KNOW?: ALUMINUM PICNIC TABLES “BEST VALUE” COOPERATIVE CONTRACT

By Yolanda Larrymore

MA128—Aluminum Picnic Tables

8' Aluminum Picnic Table delivered—PW Athletic Custom 8: \$590.00

8' Aluminum Picnic Table ADA Delivered –PW Athletic Custom– 8HDCP: \$590.00

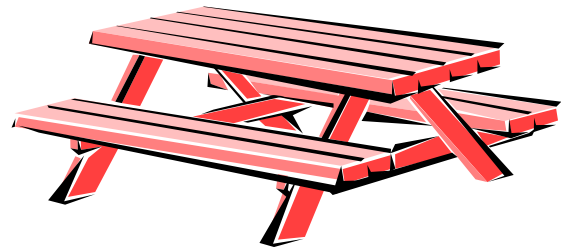
6' Aluminum Picnic Table Delivered—PW Athletic Custom –6: \$550.00

6' Aluminum Picnic Table ADA Delivered—PW Athletic Custom-6HDCP: \$550.00

The above represents the price increases necessary due to a national average increase in fuel/shipping cost and a small increase in raw materials.

Contact Yolanda Larrymore:

Ylarrymore@utah.gov or 801-538-3141 with any questions regarding this contract.



DID YOU KNOW?: CONSTRUCTION-JOB ORDER CONTRACTING “BEST VALUE” COOPERATIVE CONTRACTS

By Adrian Ruger

Did you know, we have state cooperative contracts on line for small routine construction projects--projects not administered by DFCM). These state contracts were set up to cover specific areas of the state and have been in place now for about two years. Information on state coverage can be found on the summary page for each contract.

The contract numbers are MA241, MA243, MA244 and MA245. On the contract summary you will also see the project dollar limits for state agencies and various political subdivisions. Please be aware that some agencies have had problems when trying to order services directly from one of these contractors. This is because the State has a

consulting firm (The Gordian Group) who is hired to administer these contracts, work as the liaison between the state entity and the contractor, and oversee project management on behalf of the State. If you are interested in obtaining the services of one of these contractors, you will be required to contact The Gordian Group directly rather than the individual contractor. The instructions for using one of these contracts can be found on the contract summary page for each contract on our web site. The contact information for the Gordian Group is also available from each summary page.

Contact Adrian Ruger: aruger@utah.gov or 801-538-3146 with any questions regarding this contract.

DID YOU KNOW?: EDUCATION FURNITURE “BEST VALUE” COOPERATIVE CONTRACTS

By Terri O'Toole

We are in the process of executing WSCA-NASPO “best value” cooperative contracts for education furniture. As each of the contracts are completed we will post them to our website. Contract summary pages provide detail on contact information, design, delivery, and installation services, warranties, and discounting available. The current education furniture contracts will be extended through the end of August to allow for contract negotiations.

The following categories of furniture will be offered:

General Furniture: Many types of desks, tables, seating, lounge seating and tables.

Filing, Storage, and Accessories:

Trophy and display cases, caddies, shelving, bookcases, flammable, blueprint, chemical, and music storage units, mobile cabinets, carts, lockers, and accessories.

Residential Furniture and

Accessories: Dorm style bedding, desks, tables, and seating.

Outdoor Furniture: Picnic tables, seating, benches, and accessories.

Stages and Risers: Choral risers, seated band, transport risers, portable stages, adjustable stages, ramps, stairs, guardrails, skirting, backdrops, crowd control barriers, and player tunnels.

Cafeteria Furniture: Tables, seating, and accessories.

Lecture Hall Auditorium Seating and Accessories: Fixed and stand-alone seating, tables, and accessories.

Contractors:

MA670 Hertz Furniture – General Education, Filing, Storage, and Accessories, Stages, and Risers.

MA667 Edutek – General Education, Stages, Risers, and Cafeteria Furniture.

MA671 KI/Canter – General Education, Residential, Cafeteria, Lecture Hall, and Auditorium.

MA664 Contrax – General Education, and Outdoor Furniture.

MA675 School Specialty – Filing, Storage, and Accessories, Outdoor Furniture, Stages, Risers, and Cafeteria Furniture.

MA668 Foliot – Residential Furniture.

MA676 Leeder – Residential Furniture

MA666 Ecologic – Residential Furniture

MA663 AmTab – Stages, Risers, and Cafeteria Furniture

MA662 American Seating – Lecture Hall and Auditorium

MA677 Sedia – Lecture Hall and Auditorium

The contract manager is Terri O'Toole: totoole@utah.gov or (801) 538-3147



STATE OF UTAH

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**We're on
the Web !**

purchasing.utah.gov

This newsletter was
edited by Ann Schliep. If
you have any questions
or comments, please
email them to
aschliep@utah.gov

To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address: subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the “To:” field.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Data Communication Equipment & Services	<u>AR233</u>	CISCO Systems Inc.	06/01/2014-05/31/2019	New Contract with Same Vendor
Data Communication Equipment & Services	<u>AR619</u>	Infoblox Inc.	06/01/2014-05/31/2019	
Data Communication Equipment & Services	<u>AR620</u>	EMC Corporation	06/01/2014-05/31/2019	
Data Communication Equipment & Services	<u>AR623</u>	Mitel Business Systems, Inc.	06/01/2014-05/31/2019	
Education Furniture—Student (Dorm) Housing (Residential Furniture)	<u>MA673</u>	Leeder Furniture	06/20/2014-06/19/2019	
Data Communication Equipment & Services	<u>AR626</u>	Palo Alto Networks, Inc.	06/01/2014-05/31/2019	
Data Communication Equipment & Services	<u>AR214</u>	Brocade	06/01/2014-05/31/2019	New Contract with Same Vendor

EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Men’s Over-The-Calf White Tube Socks	<u>PD074</u>	Uniforms Manufacturing, Inc.	06/30/2016	
School Furniture: Student Desks & Chairs, Tables, Cabinets, Teacher Desks & Chairs	<u>MA1560</u>	KI c/o Canter	08/30/2014	
Digital Finger Printing, Livescan Machines	<u>MA071</u>	MorphoTrust USA Inc	06/06/2016	

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EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRATION DATE	ADDITIONAL INFORMATION
Vehicle First Aid Kits, First Aid Cabinets, Replacement Items—On-Site Service Throughout The State of Utah	<u>MA1636</u>	Cintas First Aid and Safety	10/01/11—09/30/2016	Multiple Award Contract
Vehicle First Aid Kits, First Aid Cabinets, Replacement Items—On-Site Service Throughout The State of Utah	<u>MA119</u>	Wasatch First Aid	10/01/2011-09/30/2016	Multiple Award Contract
Schoolroom Furniture; Lunch Tables	<u>MA782</u>	Palmer Hamilton	08/30/2014	
Schoolroom Furniture; Student Chairs, Desks, Tables, Cafeteria & Science Table, Preschool, Cabinets, Trays, & Computer Desks.	<u>MA1922</u>	School Specialty Education Essentials	08/30/2014	
Schoolroom Furniture: Chairs, Desks, Tables, Cafeteria, Library, and Pre-School. Not Office Furniture	<u>MA542</u>	Virco Inc	08/30/14	
Schoolroom Furniture: Chairs, Desks, Tables, Cafeteria, Library, Pre-School, Computer, and Cabinets. Not Office Furniture	<u>MA549</u>	Edutek Corporation	08/30/2014	

EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRATION DATE	ADDITIONAL INFORMATION
Maintenance and Consumable Supplies Only for Sharp Black & White Copiers Purchased before 6/30/2009.	PD1643	Les Olson Company	06/30/2014	
Maintenance and Consumable Supplies Only for Xerox Black & White Copiers Purchased before 6/30/2009.	PD1645	Xerox Corporation	06/30/2014	
Maintenance and Consumable Supplies Only for Canon & OCE Discontinued Copiers	PD1637	Canon Solutions America	06/30/2014	

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